

## **DUTY STATEMENT**

### **DEPUTY DIRECTOR, SUSTAINABILITY**

#### **CEA, LEVEL B**

Under the direction of the Directorate, this position is responsible for ensuring the coordination of departmental programs and advising the DGS executive management team, Government Operations Agency and the Governor's office on matters of policy critical to the administration's development and execution of sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, LEED certification, zero-emission vehicles, environmentally preferable purchasing and government transformation in the age of climate change.

#### **ESSENTIAL FUNCTIONS**

**30%** Implements DGS sustainability initiatives and manages program development policies and procedures for each emerging program function, and provides direct oversight of all related DGS programs to ensure compliance with statutory sustainability requirements and DGS strategic plan objectives. Functions as advisor to the DGS executive management team and completes administrative projects and reports on a variety of sustainability issues as requested. Works with other state, federal and local government agencies, private organizations and constituent groups to strategically develop and implement state sustainability policies and programs with an initial emphasis on implementation of the governor's executive orders on green buildings, climate change and the drought.

**30%** Responsible for the day-to-day management of Office of Sustainability staff and ensures that both line and administrative programs meet all strategic objectives; directs, supervises and ensures proper training and evaluation of subordinate staff; and assures that financial, human resources and other administrative requirements are satisfied.

**15%** Leads the development and implementation of policies and accountability measures to reduce energy use, water use, air quality emissions and solid waste relative to all aspects of state-owned real estate programs, asset management, design and construction services and property management. Researches, writes and develops future administration-wide policy documentation including, but not limited to, executive orders, enacting legislation, budget language, management memos and State Administrative Manual (SAM) procedures. Ensures the governor's strategic objectives are being implemented as envisioned; that the services provided meet DGS' mission; and that the conservation community and the broader public of California is kept apprised of the state's implementation actions.

**10%** Represents the director and department at various meetings and activities throughout the state, including interaction with state, federal and local government organizations, Legislature and nongovernmental stakeholder groups. Coordinates and

serves as lead agent for the governor's Sustainability Taskforce, Sustainable Buildings Working Group, DGS Green Roundtable and the State Facility Benchmarking Coordinating Group and executive branch Zero-Net Energy implementation committee and other relevant government bodies. Also participates and provides policy oversight and direction to the State Equipment Counsel, Environmentally Preferable Purchasing Working Group and Governor's Drought Task Force.

**10%** Analyzes, summarizes and prepares written reports, including making recommendations, on sustainability issues within asset management, state-owned building issues and proposals by others. Tracks progress towards sustainability goals, communicates progress through informational, educational and marketing material.

**5%** Other duties as assigned by the DGS Director or Chief Deputy Director.